



Planning & Community Development

TENANT IMPROVEMENT/SHELL MODIFICATION SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- ☐ **Application form** (attached).
- ☐ **Tenant Improvement Permit** is required for the completion or remodel/alteration of a space within an existing building.
- ☐ **Shell Modification Permit** is obtained to change some element of the structure. Examples: new fascia, structural changes to the building or redesign of a stair system.
- ☐ **Additional Information**
 - If you are applying for a Shell Modification or if your Tenant Improvement includes structural work, the plans shall reflect sufficient structural details. Engineering calculations must also be submitted for the proposed work.
 - Any food handling establishment including schools, churches, restaurants, groceries, mini-markets, hospitals, taverns, and nursing homes should check with the Seattle-King County Health Department for their requirements at (206) 296-4932 or (206) 296-4787. An approval letter is required from them before a building permit can be issued.
- ☐ **Scope of Work** – State the scope of work of the project, including information about the structures, the building uses, and site work.
- ☐ **Site Plans – four (2 reduced - maximum 11" x 17" and 2 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations only may not require as detailed of a site plan.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location, identification, and dimensions of all proposed and existing buildings and their uses.
- Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
- Dimensions of all property lines.
- Building/structure setbacks from front, side, and rear property lines.
- Buildings within 50' of the proposed structure.
- Easements, including utility, drainage, access, and open space. Include the King County recording number for existing easements.
- Location of existing parking spaces, include traffic flow and all internal walkways.
- ☐ **Construction Drawings – two (2) copies** drawn to architectural scale.
 - All buildings with more than 4,000 square feet or multi-family buildings with more than four (4) units must have plans and calculations stamped and signed by a licensed architect or engineer.
 - State which edition was used for each of the International Building, Fire and Mechanical Codes, and Uniform Plumbing Code.
- ☐ **Non-Structural**
 - Proposed uses of the building(s) i.e.: retail, wholesale, office, multi-family dwellings, etc.
 - Sprinklers and/or fire alarms.
 - International Building Code (IBC) Occupancy Group and Type of Construction of existing and proposed buildings.
 - Detailed breakdown of use and square footage by floor level for each individual building on site. Show the occupant load and/or number of employees in each space.
 - Existing floor plan for each floor. Show walls, doors, windows, and other items that will be removed. Specify previous use of each room or space.
 - Proposed floor plans of each floor. Identify scale, dimensions, and uses of each area. Show

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The Development Code (Title 20) is located at mrsc.org

equipment and layout for all areas of the building, stock storage height, and list of types and quantity of materials stored.

- Elevations – all sides of structure.
- Building and wall sections.
- Fire-rated assemblies and penetrations with details and listings.
- Fire and smoke dampers.
- Method of heating – electrical, gas, etc.

☐ **Structural**

- Structural framing for all floors and roofs.
- Construction details with detail cuts so they can be located on the plans.

☐ **Energy**

- U-values for all doors and window glazing.
- Lighting and switching plans for all spaces.
- Completed 2009 Washington State Energy Code compliance forms for envelope, mechanical, and lighting.
- Quality Assurance Plan for seismic maintenance where required by International Building Code Section 1705.

☐ **Documentation**

- Engineering calculations for gravity and lateral loads (wind and/or seismic) and special connections. The plans and calculations must specify all design parameters as listed in the International Building Code Section 1603.

☐ **Mechanical Plans – two (2) copies** (may be submitted as a separate permit). This information is required to check compliance with the International Mechanical Code. See the Mechanical Permit Submittal Checklist for a more complete description of the requirements.

- All types of heating systems, fireplaces and/or stoves on building plans.
- All air handling equipment: heating, ventilating, air conditioning, and exhaust systems, including duct system layout, registers, diffusers, grill sizes, and air quantities.
- Fire and smoke dampers with the equipment listing.
- Shaft construction and listing number of testing agency for fire rating.

Submittal Fee: Based on valuation.

Please note: Fees effective 1/2012 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted.

Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under “Popular Links” select “Permits”.

OTHER PERMITS:

Fire Alarm
Fire Sprinkler
Sign Permit
Mechanical
Plumbing
Gas Piping
Electrical
Boilers